

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

March 12 & 19 - [City Council Meeting Agendas](#)

## Looking Ahead

Monday, March 11: School Board Work Session

Wednesday, March 13: Board of Zoning Appeals Meeting

Monday, March 18: School Board Budget Meeting

Tuesday, March 19: Economic Development Authority, Planning Commission Meetings

## Stay Informed!

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- **WATCH!** [publiCITY](#) news show S2E1: Stormwater
- **LISTEN!** Rouss Review podcast S1E4: Capital Improvements



Communications and the Winchester Fire and Rescue staff created a [Spring Forward Daylight Savings Time video](#) with a "Breakfast Club" theme to remind everyone to also change their smoke alarm batteries. Thanks to the Handley Library for sharing their space with the "actors" and film crew.

## City Manager's Takeaways

Presented four FY20 real estate tax rate options to Council for consideration. Decision on a not-to-exceed rate (not the selected rate) is expected at the March 12th Council Work Session. The actual FY20 real estate tax rate will be decided later this month.

This year is the 275th anniversary of Winchester's founding. Visit [www.winchesterva.gov/275th-anniversary](http://www.winchesterva.gov/275th-anniversary) for the events calendar and more information.

Congratulations to the WFRD firefighters and EMS professionals who graduated from the Academy this week!

# Public Safety

## Winchester Police

- Attended the City's Community Response Team and Special Events Team meetings.
- Attended announcement of a grant from the Aetna Foundation.
- Attended the Shenandoah Apple Blossom Festival emergency management planning meeting.
- Held networking call with all players regarding text-to-911.
- Hosted the Center Manager Certification Program at the Timbrook Public Safety Center and three Emergency Communications Center staff attended.
- Reviewed and finalized three general orders which will be posted online soon.
- Posted photos of a shoplifting suspect and received many tips.
- Closed the April 6th Junior Academy registration as the program is full. Registration for the next two sessions will be held this summer.
- Handling 5 FOIA requests and 9 BWC footage requests.
- Violent crimes:
  - Crimes against persons (felony) - 2
  - Crimes against persons (misdemeanor) - 6
- Property crimes:
  - Residential Burglaries - 1
  - Commercial Burglaries - 0
  - Other - 24

## Winchester Fire and Rescue

- Completed CPR/First Aid training for nine Public Works staff.
- Assisted with Frederick County's Fire and Rescue's recruit class "Mayday" training.
- Received the remaining components for the new live fire training facility.
- Two personnel started Fire Officer III training and one person started Fire Officer I training.
- Conducted shift training for the Rapid Intervention Team.
- Held 17th Basic Fire Academy and 11th Basic EMS Academy graduation:
  - 1 career member and 4 volunteers - Basic Fire Academy
  - 6 volunteers - Basic EMS Academy
- Friendship Fire and Rescue Company purchased four ice suits to be used for ice/water rescue. Staff training will be needed.
- Continued two fire investigations.

Police Activity	#
Calls for Service	902
Crash Reports	5
DUI/DWI	5
Alarms/False Alarms	24/24
Directed Patrols	64
Directed Patrols (OTW)	5
Extra Patrols	213
Extra Patrols (OTW)	3
Traffic Citations	46
Traffic Warnings	74
Special Events Permits Received/Approved	4/1 27 rec'd YTD

Fire Activity	#
Fire	0
Overpressure	0
EMS/Rescue	77
Hazardous Cond.	4
Service Call	8
Good Intent	8
False Alarms	4
Special Incident	0
Plan Review	1
Inspections	7
Reinspections	4

## **Emergency Management**

- Conducted check of the Jefferson Street radio communications site generator.
- Attended a mitigation grant workshop.
- Worked on radio audio issues at Rouss Fire Company.
- Winchester Fire & Rescue Assistant Chief, Scott Kensinger, was named the Emergency Management Coordinator to replace Lynn Miller (now Parks & Recreation Director). Scott will begin transitioning to this new role over the coming weeks. Congratulations, Scott!

## **Development Services**

### **Economic Redevelopment**

- Attended the International Council of Shopping Centers conference held in National Harbor; informative sessions pertaining to the retail industry were available as was networking opportunities with potential retail tenants interested in the Winchester market. Provided information on available grocery spaces in the city.
- Continued working with development partners on redevelopment of the Kent/Piccadilly and Towers sites.
- Attended Board of Architectural Review meeting to discuss new construction standards.
- Attended the Valley Business2Business event.
- Conducted four business retention/expansion meetings with Winchester businesses.

### **Winchester/Frederick County Tourism**

- Met with NW Works marketing director to discuss possible collaborations as well as the upcoming HOG Rally.
- Attended the Winchester Regional Airport's Wings n Wheels event planning meeting to discuss progress, marketing plan and social media strategy.
- Attended the Winchester Regional Airport's logo design meeting to narrow down design options.
- Attended the Frederick County Board of Supervisors budget work session regarding the proposed FY20 tourism budget.
- Attended the monthly Shenandoah Valley Tourism Partnership meeting. Discussions centered around the upcoming integration of the UTrip trip planning tool on the website, the upcoming travel writer familiarization trip planned for April, and the upcoming SVTP press event scheduled for May 10 at the Hotel Madison.
- Gathered photography throughout the week for the upcoming 2019 Visitor Guide and continued design work on the guide.

## Old Town Winchester (OTW)

- Distributed the Old Town March newsletter to stakeholders.
- Participated in 95.3 FM's broadcast to promote Old Town events.
- ShenArts installed a children's art exhibit in the OTW Welcome Center since March is Youth Art Month (the Canvas of Hope exhibit was removed by First Night).
- Held successful Pot Luck event at Hedgebrook Farms for those interested in participating as a vendor at the 2019 Old Town Farmers Market. Now accepting vendor applications and seeking volunteers and musicians.
- Continued promotion of the St. Paddy's Celtic Festival to be held on March 9. Over 30 businesses are participating.
- Discussed possible additions to the OTW app and Winchester Traipse App.
- Explored options for updating the current OTW map with a graphic designer.

## Planning

- Staffed the March 5th Planning Commission work session where a Conditional Use Permit for a dwelling unit in a commercial building was reviewed.
- Attended the Metropolitan Planning Organization's Technical Advisory Committee meeting held at the Winchester Transit office.
- Continued review of latest materials submitted by applicant in response to Council questions and update staff report for CUP-18-815, which is the request for waivers of development standards to allow a 124,000 sq. ft. addition to the existing Health Services District complex at 333 W. Cork Street. A March 12th public hearing is scheduled.
- Staffed the March 7th BAR meeting.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects in the city.

## Zoning and Inspections

- Completed:
  - 71 building permit inspections and issued 29 building/trades permits (\$95,533 valuation)
  - 102 code enforcement inspections and initiated 73 new cases
  - 18 new business reviews (14 Certificates of Business, 4 Certificates of Home Business)
- Attended Planning Commission work session.
- Reviewed two code enforcement cases pertaining to property maintenance and nuisance violations pertaining to 514-520 South Loudoun Street at Winchester General District Court. The City received summary judgement on outstanding civil penalties on both cases.
- Attended Community Response Team and Special Events Team meetings.
- Prepared presentation for Council's March 12th Work Session on a spot blight abatement overview and available enforcement tools.

Permit #	Type	Address	Description	Value
19 00000519	PLBG	675 NATIONAL AVE	EXPANSION TANK	\$200
19 00000595	PLBG	3034 S110 VALLEY AVE	EXPANSION TANK	\$200
19 00000517	PLBG	1829 W PLAZA DR	SUCTION MACHINE DRAIN	\$1,500
19 00000520	PLBG	138 W OATES AVE	EXPANSION TANK	\$200
19 00000518	PLBG	671 NATIONAL AVE	EXPANSION TANK	\$200
19 00000521	PLBG	116 WOLFE ST	EXPANSION TANK	\$200
19 00000515	SIGN	100 N LOUDOUN ST	PROJECTING SIGN	\$340
19 00000579	CHNG	16 S BRADDOCK ST	RETAIL TO SALON	\$0
19 00000608	NGAS	540 COLSTON PL	REPLACEMENT WATER HEATER	\$4,400
19 00000580	MECH	1418 GREYSTONE TERR	REPLACE A/C & FURNACE	\$6,400
18 00001664	FIRE	1840 AMHERST ST	ALT. TO ADDRESSABLE SYSTEM	\$2,500
19 00000609	PLBG	300 WESTMINSTER CANT DR	SHOWER CONVERSION IN APT 228	\$1,000
19 00000608	PLBG	540 COLSTON PL	REPLACEMENT WATER HEATER	\$4,400
19 00000583	BLDG	253 PARKWAY ST	REPAIR FIRE DAMAGE	\$0
19 00000616	NGAS	301 N CAMERON ST	REPLACE RTU'S	\$0
19 00000584	BLDG	617 VAN FOSSEN ST	REBUILD EXISTING BLOCK WALL	\$1,000
19 00000579	PLBG	16 S BRADDOCK ST	INSTALL SHAMPOO BOWL	\$438
19 00000615	NGAS	115 BELLVIEW AVE	FIREPLACE LOGS & PIPING	\$575
19 00000523	NR	1042 BERRYVILLE AVE	REROOF	\$7,350
19 00000600	NRRM	1849 S PLEASANT VALLEY RD	ADD ADA BATHROOM	\$5,000
19 00000616	MECH	301 N CAMERON ST	REPLACE RTU'S	\$33,950
18 00001508	FALL	112 N LOUDOUN ST	AS-BUILT DRY SYSTEM	\$2,000
19 00000581	SIGN	2065 S PLEASANT VALLEY RD	BLDG MOUNTED SIGN	\$6,000
19 00000524	NR	640 E JUBAL EARLY DR	REROOF	\$4,850
19 00000215	ELEC	902 WAYNE DR	FINISH BASEMENT	\$1,500
19 00000607	BLDG	2920 SECOND ST	SOLAR ARRAY	\$10,530
19 00000586	ELEC	110 W SOUTHWERK ST	REATTACH SERVICE HEAD	\$100
19 00000588	ELEC	2547 MIDDLE RD	RECONNECT SVC	\$500
19 00000587	ELEC	2905 PAPERMILL RD	ADD RECEPTACLES	\$200

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<b>Total: 57</b>				<b>\$95,533</b>

## Public Services

- City Hall renovations: Work is progressing on the modifications in the Exhibit Hall on the fourth floor.
- Held the mandatory pre-bid meeting for contractors interested in bidding on the Hope Drive extension project.
- Met with the design consultant to review progress on the first phase of the N. Cameron Drainage Improvements Project. Information about this project will be posted online soon.
- Opened bids for landscaping services and are now reviewing.
- Opened bids for the project to construct three "Welcome to Winchester" gateway signs on Berryville Avenue, Amherst Street and Valley Avenue.
- Along with the City Manager, met with the consultant who is completing the analysis of the City's solid waste operations. The results of the study are scheduled to be presented to Council during an April Work Session.
- Attended the regular meeting of the MPO Technical Advisory Committee.

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	25	3,491
Water service lines replaced (number)	121	277
Water meters replaced (number)	91	848
Sanitary sewer mains replaced/lined (linear feet)	30	70
Sanitary sewer laterals replaced (number)	18	61
Sanitary manholes replaced (number)	1	6
Sidewalks replaced (linear feet)	50	5,083

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	3	48	#
	Mowing	0	0	Acres
	Miles of streets swept	21	183	Miles
	Tons of leaves hauled	0	32.80	Tons

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Trees	Dead/diseased trees removed	9	28	#
	Trees trimmed	2	65	#
	Stumps removed	11	50	#
Traffic	Street signs Installed/replaced	7	109	#
	Pavement markings repainted (City)	144	144	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	125.75	1,087.53	Tons
	Recycling collected	27.81	313.83	Tons
	Large item pickups	4	34	#
Transit	Total passengers	2,688	20,422	#
	Revenue miles pick up/drop off	3,967	31,689	Miles
	Revenue hours pick up/drop off	262.88	2,825.79	Hours
Utility billing	Payments processed	2,266	15,038	#
	New bills mailed out	0	12,440	#
	Water services turned off (non-payment)	31	77	#
Water treatment plant	Average daily water demand	6.22	6.21	Million gallons/day
	Peak daily water demand	6.72	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	12.51	10.40	Million gallons/day
	Peak daily flow treated	17.48	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	7	#
	Water meters read	1,849	13,267	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	1,125	21,528	Linear feet
	After-hours call outs	11	67	#
Engineering	Site plans reviewed	0	67	#
	Floodplain permits issued	3	14	#
	Utility as-builts reviewed	0	31	#
	Right-of-way permits issued	4	2	#
	Land disturbance permits issued	0	32	#
	Stormwater facility inspections	105	0	#
	Erosion and sediment control inspections	53	111	#
	Erosion and sediment notices to comply	0	470	#



Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	21	176	#
	Special events assistance	0	1	#
	Maintenance of pedestrian mall	32	286	Staff hours
Equipment maintenance	Total repairs completed	94	697	#
Winchester Parking Authority	Work requests completed	8	68	#
	Special events - assistance provided	1	8	#
	Vandalism or property damage issues	0	4	#
	New monthly rentals	5	72	#
	Monthly rental cancellations	5	21	#
	Hourly parkers (all four garages)	2,611	21,935	#
	Park-Mobile transactions	645	4,900	#

## Social Services

- Received 68 Benefit Program applications: 20 SNAP, 44 Medicaid, 1 TANF, 0 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief, 2 Home Energy Assistance Program
- Provided case management to:
  - 3,205 Medicaid cases
  - 1,556 SNAP cases
  - 68 TANF cases
  - 15 Auxiliary Grant cases
  - 38 individuals receive VIEW services
  - 47 families/98 children receive Child Care Subsidy Assistance (42 families/70 children are currently on the waiting list for child care assistance).
- Provided case management to 2 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	160/130
Child Protective Service referrals	7
Placed "on notice" for foster care entry by JDRC	1
Children in foster care	58
Entered/exited foster care	3/1
Adoption subsidy cases/adoptions finalized	51/0

Weekly Activity	#
Child Protective Service (CPS) case management load	51
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/2/8
CPS family assessments & investigations of alleged maltreatment	46
Family Service intakes	5
Adult Protective Service referrals	0
Adult services case management load	12
Adult guardianships/cases	2/66
Adult Protective Service investigations/intakes	28/3
Family Services Prevention case management load	4
Uniform Assessment Instrument screenings	3

## Parks & Recreation

- Reviewing second draft of the policy and procedural manual.
- Accepting applications for lifeguard and Rec Center Attendant.
- Continued working on the summer activities guide.
- Continued Swim Lesson University training with aquatics staff.
- Planning an anniversary celebration for Wilkins Lake (35th anniversary).

## Support Services

### Innovation and Information Services (IIS)

- Renewed maintenance on network monitoring products.
- Assisted with Windows 10 Enterprise testing.
- Encountered a bug in current email search application. Vendor support escalated to development team for fixing.
- IIS staff offices moved into renovated spaces on the fourth floor of City Hall.
- Continued working on the IT disaster recovery policy and procedures.
- Obtaining quotes for fiber optic cable at Jim Barnett Park to extend the City's network.
- Exploring the addition of credit card processing on the City's network for Police Department.

# Communications

- Distributed the [March 6 2019 CitE-News issue](#).
- Handled 3 media requests for City information and staff interviews and 6 media requests for WPD.
- Handled or began processing 2 new FOIA requests.
- Filmed and edited a promo video for the Police Department's Badges & Batter event. [Watch](#)
- Created a video and graphics for Kids & Cops Camp and Badges & Batter.
- Met with the Fire Department to discuss social media content calendar and other promotions.
- Created and posted a "Breakfast Club"-themed Daylight Savings Time video for the Fire Department at the Handley Library. [Watch](#)
- Attended and photographed the 17th Basic Fire Academy and 11th Basic EMS Academy graduation for Frederick County/Winchester at the JHHS Patsy Cline Theater.
- Attended and photographed the Aetna grant presentation to the Police Department at the Winchester Medical Center.
- Held the [INSIGHT Citizen's Academy](#) session at City Yards.
- Conducted registration for Winchester Police Department's first of three Junior Academy sessions. The available spots for the April 6 session are filled and the registration is closed until the next session.
- Continued working on the 2018 Annual Report design.
- Added information about the [Conditional Use Permit approval process](#) to the City's website.
- Updated 2019 reserved parking tickets for the Winchester Parking Authority.
- Attended the 275th Anniversary planning meeting and ordered the coloring books. More events were added to the [events calendar](#) online.
- Trained Transit staff on using the notification system so they can send public transit schedule change/cancellation notices to alert subscribers.
- Met with Citibot representatives about implementation and integration with the City's 311 system.
- Trained Deputy Clerk of Council on Board and Commission member management procedures.
- Created a short video for International Women's Day for the Winchester Police Department. [Watch](#)

Date	City of Winchester News Releases
2/25	Old Town Farmers Market seeks vendors, volunteers - <a href="#">read</a>
Date	Segments on WDVM
3/1	Winchester Sheriff's Office sheds facial hair policy - <a href="#">watch</a>

Date	Articles in <i>The Winchester Star</i>
3/4	Open Forums: Worth unpacking
	W.Va. man gets year for assaulting woman
	Our Views: Simplicity

Date	Articles in <i>The Winchester Star</i>
3/6	Jury tampering alleged in ex-coach's sex crime trial
	Planners: Neighbors need notification of City Yards plan
3/7	City's proposed tax rate may lead to higher bills
	Celtic Festival brings a bit of green to downtown
3/8	Article 15: Meant to protect Old Hospital neighborhood